



**AVAILABILITY OF MAJOR COMMAND
COMMANDERS**

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The OPR for this supplement is 21 SW/DOC (MSgt Darell L. Craighead). Air Force Instruction (AFI) 10-205, *Availability of Major Command Commanders*, dated 1 January 2001 and AFSPC Supplement 1 dated 1 December 2002 are supplemented as follows and applies to the 21st Space Wing and its subordinate units. It establishes availability requirements and associated policies, responsibilities, and procedures for personnel within the 21st Space Wing. This supplement does not change requirements established by the National Military Command System, nor does it apply to the U.S. Air Force Reserves or National Guard units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Vol. 4).

SUMMARY OF REVISIONS

This revision revises key personnel and expands notification responsibilities for key personnel. This supplement also establishes specific responsibilities for 21st Space Wing Operations Center. A bar (|) indicates a revision from the previous version.

3.5. (Added) The 21st Space Wing Operations Center will monitor the availability of all key wing personnel, and will report availability status of the 21st Space Wing Commander to the Vandenberg Consolidated Command Center (VCCC) and the Air Force Space Command Center (AFSPCCC). Projected absences of the 21 SW/CC will be reported by message, with verbal notification to the VCCC and AFSPCCC made by the 21st Space Wing Operations Center upon each change of availability status.

3.5.1. (Added) 21st Space Wing Key Personnel:

3.5.1.1. (Added) Commander, 21st Space Wing (21 SW/CC).

3.5.1.2. (Added) Vice Commander, 21st Space Wing (21 SW/CV).

3.5.1.3. (Added) Commander, 21st Operations Group (21 OG/CC)

3.5.1.4. (Added) Commander, 21st Mission Support Group (21 MSG/CC)

3.5.1.5. (Added) Commander, 21st Maintenance Group (21 MXG/CC)

3.5.1.6. (Added) Commander, 21st Medical Group (21 MDG/CC)

3.5.1.7. (Added) Commander, 721st Mission Support Group (721 MSG/CC)

3.6. (Added) Responsibilities and Procedures. Each individual assigned as key personnel must comply with the requirements specified below in order to ensure responsive command and control of forces and personnel.

3.6.1. (Added) The 21 SW/CC must be available within 5 minutes. 21 SW/CC/CCS/CCE will keep the 21st Space Wing Operations Center advised of the 21 SW/CC location and communications connectivity (home, office, mobile, cellular, etc.) at all times. Additionally, the 21st Space Wing Operations Center must be notified when there is a change in availability from the commander to his/her alternate and when availability is restored to the commander.

3.6.2. (Added) 21 SW/CV, 21 OG/CC, 21 MSG/CC, 21 MXG/CC, 721 MSG/CC, and 21 MDG/CC must be capable of being contacted by the 21st Space Wing Operations Center (21 WOC) within 15 minutes. It is the responsibility of the officers listed above to ensure 21 WOC is continuously aware of their location and communications connectivity (home, office, mobile, cellular, etc.). Also, 21 WOC must be notified when responsibility changes from primary to alternate officer, and vice versa. 21 WOC requires the following on each officer and their alternate: name, rank, duty phone, home phone, secure phone, and cellular/pager telephone.

3.6.3. (Added) 21st Space Wing groups (identified in para **3.5.1. (Added)**) will report scheduled temporary duty or leave absences, as soon as known, to the 21st Space Wing Operations Center in record copy (email to <mailto:21sw.doc@peterson.af.mil>). Report departure and return dates, reason for absence, location during absence, and name and rank of the individual left in charge.

5.4. (Added) Concurrent absence of both the commander and deputy commander of component groups must be pre-approved by 21 SW/CC.

6.3. (Added) 21st Space Wing Operations Center Responsibilities:

6.3.1. (Added) Maintains status of key personnel listed in para **3.5.1. (Added)**

6.3.2. (Added) Contacts personnel as directed by 21 SW/CC or competent authority.

6.3.3. (Added) Accomplishes the following for planned or unplanned absences of 21 SW/CC:

6.3.3.1. (Added) Provides DMS and telephone messages to VCCC and AFSPCCC and according to HQ AFSPC/XOOO guidance, in advance of planned changes of availability of 21 SW/CC. For message format refer to AFMAN 10-206_AFSPCSUP1, *Operational Reporting*.

6.3.3.2. (Added) Notifies the commander and vice commander when availability is passed.

6.3.3.3. (Added) Provides telephone notification to the VCCC and AFSPCCC upon departure and return for duty of the 21 SW/CC.

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